SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL
February 8, 2005
2:30 PM- 4:30 PM
A218C

MINUTES

PRESENT: J. Friedlander, L. Fairly, S. Ehrlich, B. Hamre, J. Sullivan, A. Serban, K. McLellan, P. Haslund, K. Molloy, T. Garey, J. Schultz, E. Frankel, L. Auchincloss, J. Jackson, B. Rice

GUEST: L. Griffin, P. Naylor

1.0   Call to Order

Chairperson Jack Friedlander called the meeting to order.

2.0   Announcements

2.1   The second of two college planning forums will be Monday, February 14th at 2:00 p.m. in PS101.

2.2   Student Representative Rose Ladanyi submitted her letter of resignation and of appreciation for being a member of the Council.

2.3   Jack Friedlander introduced Bill Rice who will be the new student representative of the Associated Students to CPC. This is his second year at SBCC.

2.4   It was announced that a SoMA student's short film was selected as the best of those produced by area college and university students.

3.0   Information Items

3.1   Summary of main points made at the February 1st College Planning Forum on Educational Issues

Jack Friedlander and Lynda Fairly both expressed the value of the planning forum. Andreea Serban stated that a transcript of the panelists' presentations will be posted on the college's intranet.

3.2   Status of SIS procurement: Vendor demonstrations will be March 1–4 (*SS250*) and March 22–25 (*Cyber Center instead of at the Garvin Theatre).*

Jack Friedlander said that he has sent an email this morning on the method we are following for the selection of the new student information system (SIS). John Romo is chairing the overall selection process [leadership team]. Jack is chairing the SIS Work

Groups. These work groups correspond to each of the major components of a SIS. The members of the SIS Procurement Work Groups are individuals that were intensely involved in developing the Oracle Student System. They are very familiar with the needs for each of the components to be included in a SIS.

A very detailed bid was sent out of the specifications that we wanted in a student information system. Of the companies that submitted proposals, only two qualified, Datatel and SunGuard SCT. Each of the two finalists has an established product that is being used by Community Colleges in California as well as ones across the nation. Dr. Friedlander added that Oracle did not submit a bid. He said that each of the workgroups developed very detailed business case scenarios. Each vendor will be spending four full days at the campus to demonstrate how their product is able to perform each of the business case scenarios that we specified. Dr. Friedlander said a consultant firm, SIG, was hired to assist us with the procurement process. Harold George is the SIG that is working directly with the college. So far, the procurement process is going very well. With respect to the vendor demonstrations, Dr. Friedlander said what would be appropriate for members of the governance groups (CPC, Academic Senate, Associated Students, CSEA and IA executive Board) to be present for the product overview sessions that will take place on Tuesday from 8:00 to 9:00 a.m. during the week that each vendor is on campus. In addition, faculty and staff would find the Thursday afternoon demonstrations of the student and faculty interfaces to be of much interest as well.

Attendees will be asked to evaluate these products. This information, along with the cost of the systems (to be requested after the product demonstrations) will be taken into account in the college's decision on which of the two Student Information Systems will be selected. He said we hope to have the system in place for the spring 2007 semester. Dr. Friedlander cautioned that it is critical that we don't express externally our preference for either of the vendors. Doing so would compromise our ability to negotiate the best price.

3.3   Process for selecting vendor

        Addressed in 3.2.

4.0   Discussion Items

4.1   Review of CPP reports: VPs present summary reports of the top priorities identified on the CPP reports for their respective areas

        As agreed to by CPC, the Executive Council went through all the CPP reports and identified its preliminary list of recommendations for CPC to consider for potential expense reductions and revenue enhancements. CPC will be asked to review EC's recommended rankings of ideas that have the highest potential of reducing costs and/or generating revenue. The purpose of this review is for CPC to identify those ideas that can be implemented immediately as well as those that have potential for expense reduction and/or revenue generation but need additional study. The desired outcome of the CPC review is to identify the proposals that should be evaluated this spring and summer and the process for conducting these analyses. The focus of

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today's meeting will be to complete the VP summaries of the CPP recommendations contained in the reports from the departments/units within their respective areas.

Lynda Fairly distributed her summary of expense reductions and revenue generation ideas for Continuing Education and discussed the items.

Joe Sullivan distributed his spreadsheet on expense reductions and revenue generation ideas for the areas of Administrative Services, Accounting, and Facilities, and Operations and discussed his items.

Bill Hamre discussed his expense reduction and revenue generation proposals for the Information Resources Division, which includes Information Systems & Web Development, Network and Communications, User Support, Technical Services and Training and Administrative Systems.

Jack Friedlander began his discussion on the expense reductions for the Educational Programs Support Office. He will conclude his presentation at the next CPC meeting.

(*The handouts for these areas are made part of the minutes*)

4.2   Discuss next steps in the process

Will be discussed when presentations of vice presidents are concluded.

5.0   Other Items

5.1   Next meeting of CPC is February 15th. John Romo will join the meeting to discuss the development of the College Plan 2005-2008 and the following steps to complete the CPP:

A.   Completion of EC's review of the CPP reports
B.   Identification of major topics from the CPP reports that should be studied/evaluated this semester
C.   Process for reviewing/evaluating the major topics identified to be pursued.

6.0   Adjournment

Chairperson Jack Friedlander adjourned the meeting.

MINUTES

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ABSENT: L. Fairly

GUEST: Peg McQuade [for Fairly], Peter Naylor

1.0   Call to Order

Chairperson Jack Friedlander called the meeting to order.

2.0   Announcements

2.1   Peter Haslund is the SBCC recipient of the Hayward Award for Excellence in Teaching.

Peter Haslund was congratulated and applauded as the recipient of the Hayward Award for Excellence in Teaching. This award is given by the Chancellor's Office and is a well-deserved honor for Dr. Haslund and a wonderful tribute to his contribution to our college.

3.0   Information Items

3.1   Student Equity Plan (*Executive Summary and Goals and Objectives*)

Jack Friedlander provided the Council the Executive Summary and Goals and Objectives of the Student Equity Plan, which the Board of Governors requires each college to develop. A work group comprised of faculty, staff, administrators and students, developed the initial draft of this plan. The draft of the plan was discussed with the Academic Senate, with subsequent discussions with the ESL department and the Board at one of its study sessions. The Student Equity Plan will go the Academic Senate next week for final review and if acceptable, approval, and will then be presented to the Board for approval on February 24th. While the college meets the goals for access, the data show major gaps in performance rates among students in various under-represented population groups on several of the outcome measures. The plan addresses how we can increase the success of all of our students and at the same time close the gaps

that exist among the various groups on the various performance measures. This is a document that will enable us to engage in a planning process and to develop a plan to remedy the deficiencies identified. Dr. Friedlander acknowledged Andreea Serban for her work on this project, among others who contributed to this effort.

3.2 Summary of main points made at the February 14th College Planning Forum

Jack Friedlander reported that although the forum was not as well attended as the one on February 1st, it was well done. Steve Cushman, Executive Director, Santa Barbara Region Chamber of Commerce, who represented the private business sector perspective, said the uniform theme for the South coast is that unless there is a major change in state policy requiring communities to increase housing, the no-growth sentiment among policy makers and many leaders in our community will continue. The population will grow at less than one percent a year, or decline in many parts of the college's service area. Mr. Cushman recommended that SBCC build its own student housing.

He made another point stating that in the City of Santa Barbara alone in recent years there were 2,000 new businesses started, 60% of which are single-person business licenses. Jack Friedlander had inquired what kind of training do these entrepreneurs need. Mr. Cushman responded that these individuals are so consumed with getting their businesses off the ground that time is a challenge. Where they do need the most help is in the area of cash flow and management. In response to this need, Dr. Friedlander said that on the credit side, the only way we could offer courses in a cost effective manner is to develop eight hour modules and link them with work experience. These courses could be offered through the college's Professional Development Center. Jack Friedlander said, in his presentation to be given later in the agenda, he would express the need for a Business Institute which would house these short term type of classes which would meet that need and would be a partnership between the Professional Development Center and the Business Division in how we create and offer these classes as there is an enormous amount of potential in this area. He said that the Professional Development Center has identified at least 100 FTES in unmet training needs of area businesses. We could meet this need and generate at least 100 more FTES if we provide the PDC with the additional support staff it has requested in its CPP. Jack Friedlander also said that trustee Des O'Neill expressed a need to offer, through the Santa Barbara Bar Association, writing classes for attorneys.

Andreea Serban said the challenge from the two forums is to come up with something that will guide us for the discussion for the new college plan.

4.0   Discussion Items

4.1   Review of CPP reports: Jack Friedlander and Sue Ehrlich will present summary reports of the top priorities identified on the CPP reports for their respective areas.

Jack Friedlander discussed the expense reductions by function for the Educational Programs support area. He discussed the functional areas/services/activities for which he is proposing changes to reduce expenses, how the expense reductions could occur, the approximate dollar savings and the impact of the proposed changes. These items are detailed on the handout distributed to the Council. Dr. Friedlander will continue the discussion of the revenue generation and expense reduction ideas for the Educational Programs support office at the next meeting.

Sue Ehrlich will present her summary report for her area of Human Resources/Legal Affairs at the next CPC meeting.

4.2   Identification of major priorities in the CPP process (Tiers 1, 2 and 3) which have the potential for immediate cost savings possibilities for the college.

This item was not addressed.

4.3   Criteria for Tiers 1, 2 and 3 in CPP process

Tier 1: Items with potential cost savings/revenue generation that can be done quickly without additional analysis
Tier 2: Items with potential cost savings/revenue generation that need additional analysis/discussion
Tier 3: Items without money associated or with money but that cannot be accomplished within a short or medium range time frame or were already done and will not affect any new savings.

The Council was informed of these criteria as part of the discussion in item 4.2.

4.4   Next steps

The next steps in this process will be discussed at a future meeting.

5.0   Other Items

5.1   John Romo will be present at a future meeting to discuss the planning process for the College Plan 2005-2008 and the Executive Council's recommendations for tiers 1, 2 and 3 items in the CPP review.

6.0   Adjournment

Chairperson Jack Friedlander adjourned the meeting.

SB CC
SANTA BARBARA CITY COLLEGE

Institutional Assessment, Research and Planning

Consultative Planning Process
and Development of the 2005-08 College Plan
Timeline Update 1/4/2005

Task	Timeline	Status
Evaluation year two of the 2002-05 College Plan	October 1, 2004	Completed
CPC review and discussion of year two evaluation of 2002-05 College Plan	November-December 2004	Completed
Planning and Resources Committee review and discussion of year two evaluation of 2002-05	December 2004	Completed
Academic Senate review and discussion of year two evaluation of 2002-05 College Plan	February 2005	
BOT review and discussion of year two evaluation of 2002-05 College Plan	December 2004 and February 2005 study sessions	
CPP templates with quantitative information distributed in phases to President and VPs	October-December 2004	Completed
CPP templates completed for non-instructional and Cont Ed units	December 17, 2004	Mostly completed; some still to be received. AS to send reminder notices on Jan 4, 2005 to VPs regarding templates still to be received
EC review of CPP information from non-instructional and Cont Ed units	Jan 12 and Jan 18, 2005	
CPP templates completed for instructional credit departments	Jan 21, 2005	
Planning Forums	February 1 and 7, 2005	
CPC review of CPP information summary prepared by EC; discussion of implications for 2005-08 College Plan based on CPP review and planning forums; preliminary work on the 2005-08 College Plan	February – March 2005	
EC/CPC/Academic Senate/Classified Council/Associated Students – draft of 2005-08 college plan and budget recommendations for 2005-06	April 2005 - need to decide format of the sessions dedicated to developing the college plan	
President presents 2005-08 college plan and 2005-06 preliminary budget to the Board	Early May 2005	
Revise and finalize 2005-08 college plan and proposed adopted 2005-06 budget based on May 2005 Governor's budget revision and feedback from the Board	May 2005	
Board approval of 2005-08 college plan and of 2005-06 budget	June 2005	